



# **PASTORAL REORGANISATION**

**HAVE YOU THOUGHT ABOUT.....?**

Diocesan House

Pastoral Organisation Team

2018

**THIS BOOKLET IS FOR:**

- Parishes that are considering or are already in pastoral re-organisations

**IT AIMS TO:**

- Act as a checklist for things you must consider in a pastoral reorganisation
- Suggests things you MAY want to consider while you are re-organising
- Act as an aide-memoire for making sure all bases are covered as you make your way through the re-organisation
- Give information on the Diocesan “bigger picture” which may help the context in which you are working
- Help you! Not be a straitjacket for your own imagination & creativity

**IT FOCUSES ON:**

In the beginning....	Legal Matters
Mission – vision, purpose & values	Ministry – roles & services
Structure & Process	Finance
Buildings & Equipment	Schools
Communications	Culture & Change Management

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## **IN THE BEGINNING.....please have a word...**

Whether your project or proposal is at an exploratory, thinking and scoping stage or it seems more as if it can take real shape **it is essential** that you contact your Archdeacon about what you have in mind. Along with your Archdeacon, your Area Dean and the Diocesan House Pastoral Secretary (contact details below) should also be engaged at the earliest possible stage. Discussions may already be taking place and your good ideas could contribute to them.

The Church of England seeks to be an inclusive church reaching out to all. Our organisation is geographically structured into parishes so that the church's ministry is available everywhere. Because Christianity has been present in England for a very long time, the Church of England lives within a body of church and state law that governs what it does. We have a legal process to change the arrangements that we make, better to serve the mission of the church and our life together. It is an open, consultative, public process.

Parishes may need to make changes pastorally to further mission and ministry in their communities. Types of pastoral change include:

- Boundary and name changes
- Creation of team and group ministries
- Creation of a united parish
- Declaring a church redundant
- Changes in the use of a church

Can we explain why we want to make a change?

Before proceeding with a change process it is important we can explain why we want to make a change. It can be helpful to explain to the wider public something of the theology of what we want to do, where we are coming from, the mission strategy that we wish to take up and the result we seek from making the change. There can be public interest and support for what we do and many people may be well disposed without having (yet) becoming actively involved. It may cause confusion and upset if people are unclear what we are about and how it will benefit the church's mission. It helps to dispel any suspicion that change is really about saving money. A clearly understood explanation of our goal is a great help.

At every stage of the process, ensure the right people are being consulted and communicated with – it really will save time and effort as things start to happen.

## LEGAL MATTERS

### Making changes

There are different but complementary ways to make changes. Finding how to take forward mission and ministry could lead to the use of several methods.

### A new approach?

Perhaps we wish to set up something new. It could be a mission project aiming at a social group, or some aspect of community, at a distinct local community or even a project that relates to a particular social network.

### Should we change the parish system in your area?

There are a range of changes, individually with others, we can make by Schemes and Orders under the Mission and Pastoral Measure 2011.

- Perhaps there has been re-development so that an area of your parish now relates to a different parish? We can alter the areas of parishes to make that change.
- Does a whole neighbourhood have a clear identity and an independent sense of place that is not reflected in the current arrangements? It could become a new parish.
- Do you want to join with another Church of England church? It could be a neighbour or even one further away? Perhaps a union of benefices and/or parishes would be appropriate.
- Would a collaborative ministry of a different kind be better for you? It could relate to wider areas of working together. It may be a Team Ministry or a Group Ministry would fit the bill.
- Now seems to be the wrong time to make a new appointment of an incumbent?
  - If a major change could be desirable, or even if change could be explored, but what to do is not yet clear. If your incumbent is leaving, or has just left, it may not be helpful to press on with a new permanent appointment. 'Suspension of presentation' could provide a period to arrange for clergy to work with you for a time, whilst the way forward is worked through.

### Examples of what we can do

Objective – what do you want to do?	Mechanism for Change	Legislation
New Mission Projects & Initiatives	Bishop's Mission Order Made by the Bishop	Mission and Pastoral Measure 2011
Changing Benefices	Scheme	
Team Ministry		

<b>Objective – what do you want to do?</b>	<b>Mechanism for Change</b>	<b>Legislation</b>
Any reorganisation except closing a church	By Pastoral Scheme Made by Church Commissioners	
Any reorganisation including closing a church	Pastoral Church Buildings Scheme Made by Church Commissioners	
For minor reorganisation usually not affecting legal rights	By Pastoral Order Made by the Bishop	
For minor reorganisation usually not affecting legal rights	By Pastoral Order (Short Procedure) Made by the Bishop (with consent of interested parties)	
Changing Parishes	Scheme or Order	
Group Ministry		
Change Deanery		
Change Archdeaconry		
Suspend Presentation to a Benefice	Bishop's Notice	

### Summary of the process

1. Start with Local Dialogue with Archdeacon and Area Deaneries
2. Pastoral Officer sends out a proposal for consultation
3. Pastoral Officer circulates a draft BMO/Order/Scheme for consultation
4. BMO/Order/Scheme/Suspension is made

### Notes on consultations

- A fundamental principle of consultations is that no final decision is made until after due process.
- Consultations on other Orders and Schemes have a right of representation. If the Diocesan Bishop wishes the Order or Scheme to proceed and representation against is sustained, the matter is considered independently by the Church Commissioners Pastoral Committee. In some circumstances leave to Appeal may be sought.
- Consultations on Bishop's Mission Orders involve responses made to stages of consultation but do not have a right of independent consideration by the Church Commissioners. The final decision is for the Diocesan Bishop. The consent of the Mission Initiative Leader is always required to carry an Order forward.

- Consultation on Suspension of Presentation to a Benefice has a right of certain interested parties to request a meeting with the Bishop or his representative.

#### **Other helpful sites**

- [Fresh Expressions](#) information on Bishop's Mission Orders
- [Church of England](#) information on the Mission and Pastoral Measure 2011

#### **Useful Contacts:**

Diocesan House Pastoral Secretary

## **MISSION – your vision, purpose and values**

The Diocesan Strategic Vision, Values, Objectives and goals can be found on the Diocesan website here: <https://www.canterburydiocese.org/new-strategy/>. The Mission Action Planning tool may also be useful:

<https://www.canterburydiocese.org/growingministrytogether/direction-resources-for-action-planning-options/>. It is worth spending time at the start of your Pastoral Reorganisation articulating what it is you want to be and how this is seen by the people you want to encounter God with you.

### **Mission Statements**

A Mission statement defines your purpose - what you actually do. These statements are set in the present tense and explain why we exist as a body, both to our own people and to people outside it. Mission statements tend to be short, clear and powerful.

### **Vision Statements**

Vision statements also define your purpose, but they focus on your goals and aspirations - where you want to be in the future. These statements are designed to be uplifting and inspiring. They can also be timeless: even if you change your strategy, the vision will often stay the same.

### **Your Values**

Values are what support the vision, shape the culture, and reflect what the Church values. They are our principles, beliefs, or philosophy of values. The "*way we do things around here*". The values should be demonstrated in our behaviour and attitude to the work and to each other. They should definitely be seen in the way we achieve our vision, aim and objectives.

### **Things to think about:**

- How will we reach out to an increasingly disconnected-from-church society?
- How will we rejuvenate and develop our people in their daily faith and mission?
- What is it we have done well and are doing well that we need to build on and continue to do?
- What is it we now need to stop doing as it no longer needed in our future?
- What do we need to start doing to show that we understand the context of the community we worship among and can reach out to it meaningfully?
- Are we offering the young people of our community something they can relate to and feel attracted to and would want to know more about?
- Does our churchmanship make all feel welcome as members of a universal church that is seeking the Kingdom of God in a prayerful, vibrant, joyful way?
- Why would anyone want to “come and join us?”

### **Useful Contacts:**

Diocesan House Pastoral Secretary

Diocesan House Ministry Officers – Neville Emslie, Steve Coneys & Peter Ingrams



## **MINISTRY**

Pastoral reorganisation is a God given opportunity to look at all the roles we need to serve our church now and grow our church for the future.

Leadership plays a significant role in the formation and health of Christian communities. Looking at the Early Church, the initial leaders were lay (Luke wryly notes that ‘even priests came to the faith’ [Acts 6.7]) but as time went on overseers (presbyters) emerged who offered leadership at the local level. These small communities became established throughout the Roman Empire, hubs of worship, prayer, catechesis and mission. As a diocese we are cultivating an environment of living faith, building community, and transforming lives, through growing the church numerically and spiritually, re-imagining ministry, and building partnerships that enrich communities.

These strategic priorities are dynamic, the verbs ‘growing,’ ‘re-imagining,’ and ‘building’ stimulate, they save us from becoming sedentary, passive and assuming all is well.

This is a chance to “re-imagine” our ministries as we consider the potential our new pastoral scheme offers us with all the gifts and blessings from our community. It may be worth spending a little time at the start to consider:

- What is our mission asking from our ministries?
- What does our community want from us?
- What does it need from us?
- What do we need from the community?
- What is God asking us to do as disciples?
- What kind of leaders do we need to take us into the next stages of our discipleship and mission life?

The role of the ordained clergy and lay ministry has to change in order to make the most effective use of the gifts and skills we have available to us. The leadership model can no longer be of a lone “heroic leader” (if it ever was!) and has to be an enabling situational leader working in teams and groups with confident and committed members.

### **Useful Contacts:**

Diocesan House Pastoral Secretary

Diocesan House Ministry Officers – Neville Emslie, Steve Coneys & Peter Ingrams

## **GOVERNANCE - STRUCTURE & PROCESS**

Alongside the consultation on the formal aspects of the scheme it is important that consideration is given to how the team will work together for the flourishing of all. The legal scheme is the underpinning framework but there are many aspects of working together which it can't cover. To that end, a working group with representatives nominated by clergy from each of the parishes involved should be gathered together to look at how the team would work.

This group will take accountability for the overall direction the pastoral reorganisation is taking and the implementation needed. It doesn't necessarily have to be chaired by the ordained clergy member and it may want to have sub-groups with people who have specialist knowledge and interests i.e. finance or buildings.

The group will want to think about:

- Being made up of representatives from all the parishes involved
- Requesting and receiving guidance and advice from, and giving regular updates to, the Archdeacon
- Overseeing the implementation of the reorganisation making the best use of the gifts and skills available
- Keeping track of all that is happening and making sure everyone who needs to be engaged with, consulted and informed, are kept up to date
- Making sure all that is happening is legal and in line with the stated vision and aims of the Diocese Strategy & any Area Deanery plans

The work you will have done to describe your mission, vision, values and ministry needs will have started to identify:

### **Your Goals**

A clear statement(s) of what is to be achieved over the next X number of years. This should be measurable.

e.g. We want to be more diverse, courageously led and rooted in prayer.

### **Your Objectives**

These are the "doing" or "how" statements by which the new structure's aims/goals will be achieved. They must be measurable.

e.g. In order to achieve our aim we will:

- grow our church numerically and spiritually
- re-imagine ministry for lay and ordained
- build partnerships that enrich communities

## **Your People**

The Pastoral Reorganisation is a wonderful opportunity to think afresh on how to make the roles and responsibilities within your parishes work most effectively for the vision, mission and goals you have identified.

**You will want to consider:**

### **Wardens**

You will be considering those who will hold the legal responsibilities of Church Wardens and will have a parish wide leadership focus so they will not be elected to represent the views of any particular congregation or church. These Wardens could be assisted by local wardens in each of the local leadership teams. The function of the local wardens will continue to include the care of church fabric, the oversight of finance and the support of local ministry. The number of local wardens can be decided in each of the leadership teams according to need.

### **PCC**

The purpose of the PCC will be to support the mission and ministry of the local leadership teams, to co-ordinate parish wide initiatives, to hold ultimate responsibility for the finances of the parish, to fulfil the statutory requirements of a PCC and to work with the mission and ministry team in developing the vision for your new team.

### **Mission and Ministry Team**

Who will form the mission and ministry team? Will they be a standing committee of the PCC managing the day to day affairs of the parish? What is their remit?

### **Local Leadership Teams**

The PCC can delegate significant areas of its responsibility to local leadership teams. Do you want them? Who will be part of them? Will they be sub-groups of the PCC or DCC? What will they be responsible for and who will they be accountable to?

**Other Roles to consider:**

- Treasurer
- Gift Aid Officer
- Deanery representatives
- Synod Representatives
- Schools Officers
- Children and Young People Officers

**And there may be others....**

This could be a time of great change as longstanding members of your community may choose to stand down to allow for new people to continue their work. Making sure the wisdom and experience of those who step down

**Useful Contacts:**

Diocesan House Pastoral Secretary

## **FINANCE**

### **A Bit of Background - Accounting & Reporting**

All charities are expected to report clearly and fully on the money they receive and spend. The Charity Commission has clear rules on how charities should account for their finances, and for reporting these accounts. As charities, PCCs need to comply with this guidance.

Two different methods of accounting are permissible, depending on the gross income of the PCC: Receipts & Payments, or Accruals accounts.

#### **Receipts & Payments Accounts**

If the Gross Income of your PCC is less than £250,000 you can choose to prepare your accounts on a 'Receipts and Payments' basis. This is a simpler form of accounting which records cash moving in and out of the PCC's bank accounts during the financial year. You also still need to prepare a simple list of any assets and liabilities you may have.

#### **Accruals Accounts**

Parishes with gross incomes greater than £250,000 must produce accounts on the 'accruals' basis, which provides a more accurate view of the PCC's financial position.

#### **Producing the Trustees' Annual Report**

With each year's accounts, a PCC must present a Trustees' Annual Report. This will often be led by the PCC Secretary or the Incumbent. The Charity Commission has issued some rules on what must be covered. Helpful information is here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

#### **External scrutiny**

A PCC's Annual Report & Accounts must receive external scrutiny. Most PCCs should be independently examined, although the largest PCCs will require a full independent audit examination by a member of a recognised professional accounting body.

#### **The New PCC**

All parishes must agree that there will only be one set of accounts in the name of the new PCC before the pastoral reorganisation can go ahead. Individual parties must prepare individual accounts to the date the reorganisation becomes effective, after which, only one set of accounts should be prepared. The total reserves of the individual parishes will be the same as the opening reserves of the new parish.

### **Things to consider:**

- A review of all financial accounts held by all parishes involved
- A compilation of all financial investments held
- Identification of all debtors and creditors
- Listing of all assets and liabilities
- Compilation of all known annual or other regular payments including parish share for each parish
- Forecasts of income (earned and unearned) over the next 5 years for all parishes
- Listing of any covenants, legacies, other particular arrangements that may exist particular to any one parish through historical legislation, personal legacy or other canonical instances

### **With a view to discussing:**

- How healthy are the finances of the potential new pastoral scheme as a whole?
- How will the parishes operate their financial systems as a single unit?
- What will this mean for parish share?
- How will the day-to-day revenue expenditure be authorised, managed and recorded?
- How will the capital expenditure be authorised, managed and recorded?

### **Useful Contacts:**

Diocesan House Director of Finance - Doug Gibb

Diocesan House Management Accountant – Jeff Green

Diocesan House Assistant Accountant (Expenditure) – Debbie Parks

Diocesan House Assistant Accountant (Income) - Clare Larter

## **BUILDINGS & EQUIPMENT**

### **Buildings**

At the start of the pastoral reorganisation it will be helpful to do a stock-take of the buildings in all the parishes concerned:

- Which buildings are you responsible for?
- Which buildings will be affected by the potential change?
- How will they be affected?
- What form of contractual agreement do you have for those buildings? Are they rented, freehold, leasehold or?
- What restrictions, time deadlines, contract obligations arise from these contracts?
- What limitations do you have in terms of Church regulations?
- What state of repair are the buildings in? Are there existing maintenance programmes?
- What recommendations for the maintenance of and repairs to your church building were made in the last Quinquennial Inspection Report? Are there any matters requiring urgent attention?

**And then think about what you have said on your Mission and Ministry reviews and what this says you may want from your buildings in the future?**

- The people of our community that we want to reach out to – how will they respond to the buildings we offer our worship and services from? Is the space welcoming and reflective of who we want to be as Disciples of Christ?
- Are we making the best use of all the space – sacred or otherwise – available to us?
- Is our church building open regularly?
- Can we make rent space out to other appropriate community partners?
- Do we need to consider closing any spaces?

Please make sure at some point you contact the Diocesan Strategic Property Director (details below) who can offer advice and guidance on all the above.

### **Equipment**

Again another stock-take may be helpful to ascertain if pooling/sharing equipment could benefit the reorganisation? Things to think about:

- Office equipment
- Children's playgroup equipment
- Cars, minibuses, other vehicles
- Hymn books, service books, libraries etc

### **Useful Contacts:**

Diocesan House Strategic Property Director Chris Robinson

## **SCHOOLS & YOUNG PEOPLE**

‘To ensure that every child and young person in the Diocese is at the heart of mission, having the opportunity of a life-enhancing encounter with the Christian faith and the person of Jesus Christ; that they reach their God-given potential and are an integral part of church life.’

Our overall strategy for 2016 was imagined and written to realise both the Diocesan objectives and the Framework vision statement and comprises four focus areas:

- Communion and Communication
- Soaring on wings like eagles – achieving the best possible outcomes for children
- A Vocation to Children
- Whole Church

### **For you to consider:**

- What are the Church of England schools in all your parishes that you liaise and work with?
- Who are the key people you need to engage, consult and inform in those schools?
- What other schools in your geographical area may be interested in what you are doing? What do you need to tell them?
- What Youth Communities, networks, organisations do your parishes work with?
- How will your proposed changes serve and benefit your school children and young people?

### **Useful Contacts:**

Diocesan House Director of Education - Quentin Roper

Diocesan House Children & Young People Officer - Murray Wilkinson



# COMMUNICATION

## Generally

You cannot over-communicate in a change situation; what you do have to be aware of is the **3Ms**:

**The Market:** WHO are you communicating? How do they view you and how do you see them? How much influence and interest will they have in what you are doing?

**The Message:** WHAT are you trying to say? There will be key messages you will want to say over and over again and new information daily/weekly/monthly. Should you be using facts & figures in detail? Should you be painting “Big Pictures” with headlines only? Should you be appealing to logic and rational sense or to deeply held values and emotional responses?

**The Media:** HOW will you tell it? Through social media, other electronic media, written word, pictures, Face-to-Face, large group presentations, small group meetings? Should you be using visual aids, sound, written word? Think of the 5 senses and how you can reach each one of them. There are many channels to use but getting the right one to the right people using the right message is the clever bit!

## What the people you are communicating with could be thinking

- Do you care?
- Are you competent?
- Are you telling the truth?
- Are you committed to act?
- What’s in all this for me and others I care about?

*“I don’t care what you know until I know that you care.”*

## How they get their answers

- 7% - What you say
- 55% - What you look like when you’re saying it
- 38% - How you say it; tone, match, congruence

## Useful Contacts:

Diocesan House Director of Communications Anna Drew

# CULTURE & CHANGE MANAGEMENT

## General

Shorthand for the meaning of culture is “the way we do things around here” and shorthand for culture and change management is “the way we do things around here is moving from here to there – wherever there is” Easy eh?

Except the “things” that are moving are people and everyone is unique and everyone will have a different understanding of what “here” is and what “there” is and the space in between. It is worth at the start of your pastoral reorganisation to do a simple “**Gains**” versus “**Losses**” exercise.

WHO WILL LOSE WHAT & HOW?

WHO WILL GAIN WHAT & WHEN?



Some people take more time than others to come to terms with the change – they are not being difficult just need time. Others are being difficult and will need handling with sensitivity and diplomacy. The people who are leading the change have often been immersed in it for some time. They may forget that this could be the first some people have heard of it and therefore need time to reflect. This reflection could cover things such as:

- **Status** – their own and the new team/group they will be part of
- **Autonomy** and whether they are given more direction or less
- **Familiarity** and how much of a change are the new processes, procedures and environment
- **Expertise and Skills** and whether it is narrowing or broadening
- **Competence** and how easy or difficult it will be to attain the new skills needed
- **Authority or Power** to make decisions
- **Relationships** and whether they are working with a new set of colleagues or not
- **Personal Beliefs and Values** that may be affirmed or affronted by the change
- **Group/Organisational Identity** to a new group or no group

And on the last point...

## What's in a Name?

A lot! People want to be able to identify with the new team/group and one way of doing this is to “name it” as soon as possible. The more people are involved in the naming the quicker they will start to make it their own.

## Stress what is NOT changing

When the whole world around you seems to be a constant whirl of things you cannot catch up with, it sometimes helps to identify what is NOT changing. This may be a Eucharist Service at a given time in a given church. It may be the priest-in-charge. It may be the festivals you celebrate.

For as St Paul says:

***“For I am sure that neither death nor life, nor angels nor rulers, nor things present nor things to come, nor powers, nor height nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord”***

## Useful Contacts:

Diocesan House Communications Director: Anna Drew

***“Before I built a wall I'd ask to know  
What I was walling in or walling out,  
And to whom I was like to give offence.  
Something there is that doesn't love a wall,  
That wants it down.”***

Extract from Robert Frost's poem, Mending Wall

## APPENDIX A

### Glossary of words commonly used in Pastoral Reorganisation

**Full version available at:**

<https://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/dpmmimps.aspx>

*P74 - Glossary of terms*

**Archbishop** Senior bishop with authority over a Province - of Canterbury and of York.

**Archdeacon** An office held by a senior clergyman appointed by the bishop with an administrative responsibility over an archdeaconry. Some of his duties are laid down by law but in other respects his duties vary according to diocesan practice: they include care for church property.

**Archdeaconry** Sub-division of the diocese over which an archdeacon has administrative responsibility.

**Benefice** An ecclesiastical office carrying certain duties. An incumbent's benefice is therefore not a geographical area (see parish) but the office to which (s)he is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage from which the incumbent is called rector or vicar.

**Bishop** In the Church of England the bishop is the central focus of organisation and ministry within his diocese. He is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. He is also, in his own person, the chief representative of the diocese in the work of the wider church. He may be assisted by suffragan or assistant bishops.

**Common Tenure** The basis on which all Church of England offices will eventually be held under the Ecclesiastical Offices (Terms of Service) Measure 2009. Existing holders of freehold offices may decide not to opt-in to Common Tenure but new office holders will be on Common Tenure.

**Chapel of Ease** A consecrated church that it is not a parish church but is within a parish that does have a parish church. Originally for the ease of parishioners who could not attend the parish church.

**Church Representation Rules** Schedule 3 to the Synodical Government Measure 1969 but updated as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from parochial church councils to the House of Laity of the General Synod.

**Cure of Souls** 'Cure' means 'care'. The bishop has the universal cure of souls in a diocese but, subject to this, the incumbent of a benefice (or team rector and team vicar(s) in a team ministry) has the exclusive cure of souls within his or her parish or parishes. The expression should not be confused with the more general phrase 'pastoral care'.

**Deanery** A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.

**Declaration of closure for regular public worship** The act of closing a church for public worship under the Mission and Pastoral Measure 2011.

**Diocesan Board of Finance** A company constituted by the diocesan synod and regulated by the Companies Acts. A board of finance holds property for Church of England purposes, transacts business in that connection and acts as a committee of the diocesan synod. It normally also acts as the diocesan trust.

**Diocesan Mission and Pastoral Committee** Statutory Committee established by the Mission and Pastoral Measure 2011. Its duty is to review the arrangement for pastoral supervision in the diocese and, as appropriate, to make recommendations to the bishop.

**Diocese** One of 43 main territorial units of the Church of England over which a bishop has responsibility. Divided into archdeaconries, deaneries and parishes.

**District Church Council** If a parish comprises two or more places of worship or churches then individual councils can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated by the parochial church council.

**Glebe** Land or buildings vested in the Diocesan Board of Finance that either provides a rental income to augment the Diocesan Stipends Fund or provides housing for those involved in the cure of souls.

**Group Council** Where a group ministry is established the parochial church councils of the individual parishes can form a group council to act in the area as a whole in such matters as the individual PCCs together decide.

**Group Ministry** An arrangement, authorised by the Mission and Pastoral Measure 2011 whereby the clergy of two or more separate benefices can assist each other to make the best possible provision for the cure of souls in the area as a whole.

**Incumbent** Holder of a benefice (which can be either a freehold or a Common Tenure office) - and can be either a rector or a vicar - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.

**Interested Party** One of the statutory persons or bodies that the Diocesan Pastoral Committee is required to consult in accordance with s.6 / 21 of the Mission and Pastoral Measure 2011.

**Joint Parochial Church Council** Where a benefice comprises two or more parishes the parochial church councils of the individual parishes can form a joint parochial church council to act in the benefice as a whole in such matters as the individual PCCs together decide.

**Leave to Appeal** Any person who makes a representation to the Commissioners against a pastoral scheme has a right to apply for leave to appeal to the Judicial Committee of the Privy Council against a decision of the Commissioners to proceed notwithstanding that representation.

**Members ('Other') of a Team Ministry** May be clerical or lay (see s.34 of Mission and Pastoral Measure 2011). They share the pastoral care of the area with the team rector and team vicars, but NOT the cure of souls.

**Mission and Pastoral Measure 2011** The Measure of the General Synod which authorises changes in pastoral reorganisation. Designed to "make better provision for the cure of souls". Part of the law of the land and equivalent to an Act of Parliament.

**Parish** The basic geographical unit over which an incumbent has cure of souls. There may be several parishes within the area of one benefice.

**Parish Centre of Worship** An unconsecrated Place of Worship designated by the bishop under s.43 of the Mission and Pastoral Measure 2011 whereupon for most purposes (other than marriage) it is regarded as a parish church.

**Parish Church** A consecrated building in a parish in which, subject to canon law, the statutory services must be held. Parishioners have a right to be married, baptised etc. in the parish church. S.41(2) of the Mission and Pastoral Measure 2011 requires that any new church or existing building which is to become a parish church must be

approved by the bishop, subject to the bishop having consulted both the Diocesan Pastoral Committee and the Diocesan Advisory Committee.

**Parochial Church Council** Representative body of parishioners elected from those on the electoral roll in accordance with the Church Representation Rules. Usually chaired by incumbent.

**Parsonage House** The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of his or her office.

**Pastoral Committee** A Committee of the Commissioners' Board of Governors which makes decisions on representations on pastoral, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.

**Pastoral Order** A document which effects changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. Differs from a pastoral scheme mainly in that it deals with lesser matters.

**Pastoral Scheme** A document which effects more complex changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011.

**Patron** The person or body owning an advowson (i.e. right to present a priest to a benefice) who may be a private individual or a corporation (ecclesiastical or lay).

**Plurality** The holding of two or more separate benefices by one incumbent who then has the freehold of all the benefices. This can only be authorised by a scheme or order under the Mission and Pastoral Measure 2011.

**Priest in Charge** A priest given charge of a benefice by licence of the bishop. (S)he has not been presented and is not the incumbent but holds office under common tenure.

**Representations** The Mission and Pastoral Measure 2011 requires that any draft scheme or order be published and made available to the public. Any person can make written representations to the Commissioners either for or against what is proposed.

**Team Council** Where a team ministry is established a team council can be established, either under the authority of a scheme or under the Church Representation Rules. Such a council is similar to a joint parochial church council and provides a formal structure for all the parishes in the team to discuss matters of mutual concern.

**Team Ministry** A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice. Can only be established by a pastoral scheme.

**Team Rector** The priest in a team ministry who heads the team and owns the property of the benefice. (S)he shares the cure of souls with the team vicars.

**Team Vicar** A priest of incumbent status in a team ministry, other than the team rector. (S)he shares the cure of souls with the team rector and other team vicars.